CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: MC033
Classification Specification: COURT ADMINISTRATOR
Salary Range: NR 47 - Management Benefits Level B
Position Description: Court Administrator
Incumbent:
Location: Kent Municipal Court

GENERAL PURPOSE:

Under the direction of the presiding Municipal Court Judge, administer all non-judicial activities of the Kent Municipal Court, including budget, accounting, personnel management, records, case flow, data processing; serve as court liaison with other City personnel and outside agencies; and administer court policies and procedures.

Work is characterized by managerial, administrative, and supervisory duties involved in coordinating and directing the programs, operations, activities, and staff of the Kent Municipal Court. The incumbent is responsible for ensuring compliance with statutory requirements; oversight of the daily court and probation operations; developing, implementing, and administering court policies and procedures, budgeting, accounting, records, case flow, and data processing. While performing the duties of this position, the employee is required to mediate controversial or politically sensitive issues and deal with a variety of individuals who may be irate or hostile. The decisions made by the incumbent often require proactive intervention and have wide or precedent-setting impact. The incumbent is also responsible for carrying out supervisory responsibilities in accordance with the Court's policies as set by the presiding judge, City's policies and applicable laws, which includes interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; approving/scheduling leave time; and recommending promotions and/or terminations as appropriate.

Work is performed under managerial direction from the presiding judge pursuant to GR 29 and all applicable state laws and court rules. . The supervisor provides the employee with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, organize, manage, and direct the clerical and administrative functions of the Kent Municipal Court subject to the powers vested upon the presiding Municipal Court Judge pursuant to GR 29, Chapter 3.50 RCW, and Kent City Code. . Coordinate and arrange for pro tem judges as required.

Design and implement effective case flow management programs to ensure the efficient

and timely processing of court cases, including hearings and trials.

Ensure overall court management functions relating to case flow and preparation and maintenance of court forms, records, and reports. Act as the chief liaison to all other state, county, and municipal agencies.

Responsible for compliance with applicable statutory guidelines, rules, and regulations.

Manage the coordination of judicial time and trial calendaring, including jury management and scheduling of pro-term judges and interpreters; develop and supervise summoning and qualification of jurors in an efficient and cost effective manner.

Prepare and administer the budget for the Municipal Court; authorize and maintain records of budget expenditures as appropriate. Responsible for the accounting of all funds received and disbursed by the court, as required by statute.

Directly oversee all non-judiciary employees of the Court. Carry out supervisory responsibilities in accordance with the City's policies and applicable federal, state, and local laws. Responsibilities include, but are not limited to, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and disputes; resolving problems; implementing organizational changes; maintaining personnel files as needed; recommending promotions and disciplinary action; approving/scheduling leave time; and recommending terminations as appropriate.

Provide management, leadership and direction to the Probation Division and coordinate court matters with probation policies, procedures, and applicable court rules and statutes.

Consult with the presiding judge on short and long-range planning and staff projections in order to update, maintain, and implement court policies, procedures, and rules appropriately.

Serve as liaison to outside agencies and to public on policy matters and court related activities.

Plan and recommend physical space needs; purchase and arrange equipment and supplies.

Ensure record retention in accordance with applicable rules, laws and regulations.

Establish and maintain effective working relationships with judges, attorneys, law enforcement agencies, elected and appointed officials, external court customers, and City personnel.

Perform other related duties as required, including those of the court clerks.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the Court and the City.

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KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Court administration methods
- Municipal court practices, policies, procedures, jurisdiction, and legal and procedural regulations pertaining to bails, fines, processes, warrants, and the operation of the court
- Budget preparation, administration, and management
- State laws and City ordinance
- Data processing technology and application to departmental functions
- Records management and modern office methods and practices
- Effective oral and written communication skills
- Principles and practices of administration, supervision, and training
- City organization, operations, policies, and procedures
- Current literature, trends, and developments in the field of Court Management
- Methods, principles, and practices of effective conflict resolution
- Correct usage of English grammar, spelling, punctuation, and vocabulary

SKILLED IN:

- Training, supervising, and evaluating the performance of assigned personnel
- Planning, organizing and managing the administrative activities and operations of the Court
- Effectively communicating both orally and in writing
- Effectively using interpersonal skills in a tactful, patient, and courteous manner

ABILITY TO:

- Train, supervise, and evaluate personnel
- Apply knowledge and expertise regarding court operations for decision-making on complicated issues
- Plan, develop, organize, maintain, and supervise court records
- Control the financial accounting of Municipal Court monies and funds
- Develop, administer, and implement the policies, procedures, and rules established by the Municipal Court
- Prepare, administer, and monitor departmental budgets and expenditures
- Create and establish financial records and statistical data
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Write reports, business correspondence, and procedure manuals
- Effectively present information and respond to questions from City Council, top management, group of managers, clients, customers, the general public, and/or public groups
- Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Add, subtract, multiply, and divide; draw and interpret graphs and charts
- Solve practical problems and deal with difficult situations
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form

- Work independently and make decisions with broad guidelines
- Evaluate program policy and practices; define problem areas; develop and direct policy and practices to improve operations
- Demonstrate positive and effective interaction and communication with individuals of diverse occupational and social-economic backgrounds
- Work effectively on several projects concurrently
- Maintain confidentiality
- Develop and implement missions, strategic goals, and objectives for the Municipal Court

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelors degree in business administration, public administration, or related field;

and

Experience: Five (5) years of experience in the management of a Municipal Court operation

including at least three (3) years of supervisory experience. Additional experience in Municipal Court administration may be substituted, year for year, for the education

requirements.

Or: In place of the above requirements, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's

knowledge, skill, and ability to perform the essential duties listed above.

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical modern office machines and equipment including, but not limited to, personal computer, printer, calculator, telephone, facsimile, copier, etc.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; talk; hear; use hands to finger, handle, or feel objects, tools, or controls. The employee is frequently required to reach with hands and arms. The employee is occasionally required to walk; stoop, kneel, crouch or crawl; and type on a keyboard. The employee may occasionally lift and/or move up to 35 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS:

Work is performed primarily in an office environment. Some work is performed in a courtroom setting. While performing the duties of this position, the incumbent may be exposed to individuals

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who are irate, distraught or hostile. The noise level in the work environment is usually moderate.

SIGNATURES:

Incumbent's Signature

Date

Approval:

Presiding Judge

Date

Employee Services /Designee

Date

**NOTE:

This document is to be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or if the duties of this position are changed significantly.

Revised: 3/1/07